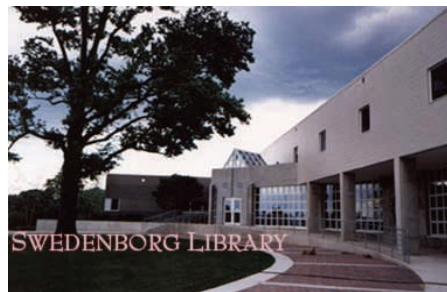


Also:

- If you need to change either your contact information or your password, click on the appropriate link under “Tools” on your account page.
- Requests placed before September 2009 will not show up in the system. Please contact the ILL office at (267) 502-2517 or email the staff at: interlibrary.loan@brynathyn.edu for questions about these requests.
- Requests placed via the catalog/ILink will no longer be accepted. Please place all requests through ILLiad.

More information about ILL policies can be found by linking to the “FAQ” and “ILL Policies” pages under “About Interlibrary Loan” from your account page.

If you have any questions, please do not hesitate to ask library staff or contact the ILL office at (267) 502-2517 or interlibrary.loan@brynathyn.edu



Box 740
2925 College Drive
Bryn Athyn, PA 19009
267-502-2517
E-mail: interlibrary.loan@brynathyn.edu



Swedenborg Library

A Quick Guide to ILLiad

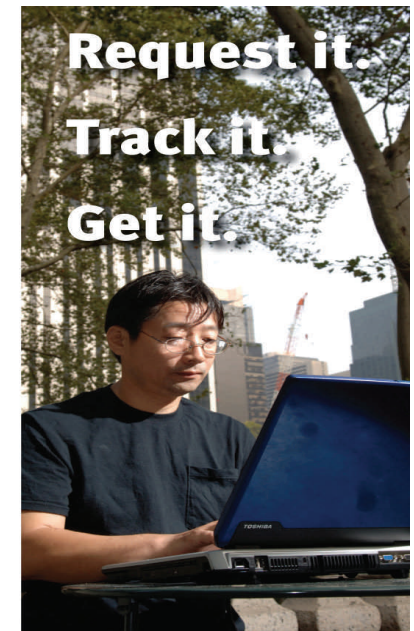


Photo courtesy OCLC

Interlibrary Loan

Setting up an Account

- Go to <http://brynathyn.illiad.oclc.org/illiad/logon.html>
- Select “First Time Users.”
- Read the FAQ page, then click the button at the bottom of the page.
- Fill out the form on the next page. **Please read the instructions carefully!**
- When completed, click the “Submit Information” button at the bottom of the page. Then click the “Add Account” button on the next page.
- You will receive an email in the next few days to tell you if account has been approved or rejected. If it is rejected, the email will tell you what needs to be corrected.

Placing an Interlibrary Loan Request

- Go to <http://brynathyn.illiad.oclc.org/illiad/logon.html>, or use the direct link from the library web page to log on to your account.

- In the menu on the left, pick the option under “New Request” that best describes the item you want.
- Fill out the request as completely as you can and click “Submit Request” at the bottom of the page.
- You can check the status of your requests from your account page by selecting “Outstanding Requests” under “View.”
- If you made a mistake on your request, you can edit it until it is sent out by the ILL staff by selecting the request number under “Transaction.”

Picking up Items

- You will receive an email when your items have arrived for pickup. You can also view all notifications you have received by selecting the “Notifications” option on your account page.
- Books will be held at the front desk of the library for pickup. **If items are not picked up within seven days, they will be returned to the lending library and will not be reordered within the same term.** Some items cannot be taken out of the

library; this will be noted in the email.

- Articles will be delivered electronically. Select “Electronically Received Articles” on your account page, then click on the article. Articles are provided in PDF format, and can be printed or saved. **Articles are deleted from your account page after 30 days.**

Checked out Items

- Clicking on “Checked Out Items” in your ILLiad page will show you all books you currently hold, and their due dates.
- To ask for a renewal of an item, click on the transaction number of the item, then click on “Renew Request” at the top of the page. Renewal requests will only be accepted two weeks or less before the due date, and will not be accepted after the due date. Books which are overdue will not be renewed or reordered within the same term.